



UNITED STATES MARINE CORPS
HEADQUARTERS AND HEADQUARTERS SQUADRON
MARINE CORPS AIR STATION
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YUMA, ARIZONA 85369-9160

IN REPLY REFER TO
1400
1SQCE
15 Nov 04

POLICY LETTER 3-04

From: Commanding Officer

Subj: COMMANDER'S CRITICAL INFORMATION REQUIREMENTS

1. I expect to be notified immediately for the following situations:

- The death of one of our Marines or Sailors.
- A suicide attempt by one of our Marines or Sailors.
- The arrest (by the PMO or civilian authorities) of one of our Marines or Sailors.

In these situations, I expect to be notified by phone, or in person. I expect the Executive Officer, Sergeant Major, and the Marine's Department Head to be notified, as well.

2. I expect the Executive Officer or Sergeant Major to be notified within 24 hours for the following situations:

- A serious injury or illness to one of our Marines or Sailors which requires admittance to a hospital.
- The death of an immediate family member of one of our Marines or Sailors.
- Unauthorized absence or our inability to account for one of our Marines or Sailors.

3. I expect the Executive Officer or Sergeant Major to be notified during the next work day for the following situations:

- The birth of a child to one of our Marines or Sailors
- The involvement of one of our Marines or Sailors in an automobile accident.
- Any significant event affecting one of our Marines, especially those which might require Emergency Leave.
- An unexpected change in the duty status of one of our Marines or Sailors (e.g. "Pop-up" TAD/PCS orders, etc).

4. As always, Marines should use their chain of command (SNCOIC, OIC, and Department Head) to communicate the details of the situation, but shall ensure timely notification of the Sergeant Major, the Executive Officer, or myself.

M. A. BUTLER